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March 1978

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FIRE MARSHAL NEWSLETTER

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STATE
OF
MONTANA
DEPARTMENT OF JUSTICE
FIRE MARSHAL BUREAU
1409 Helena Avenue Helena, Montana 59601 406 449-2050

FROM YOUR RETIRING FIRE MARSHAL:

It has been a very enjoyable and satisfying 14 years I've spent in this office. There isn't anything I would rather have done with that time. Some of the finest people in the world are in the fire service and it has been my pleasure to have associated and become acquainted with many of them.

I leave with some feelings of regret that there are so many problems that remain unsolved, so many programs that need to be initiated, and so many programs that are still to be carried out to a successful conclusion. However, there comes a time when you realize that there is no end to the things that can and should be done to reduce our fire loss. There is no possibility of ever reaching a zero fire loss goal.

Therefore, it seems that this is as good a time as any to get off this fire engine and let someone else take it to the fires. My successor, Bob Kelly, is well-qualified to take over and I am confident he will be an asset to the State of Montana.

WILLIAM A. PENTTILA, Chief
Fire Marshal Bureau

SPECIAL INVESTIGATIONS OF FIRES IN MOBILE HOMES

The State Fire Marshal's office has signed a contract with the National Fire Prevention and Control Administration (NFPCA) to perform 66 investigations of fires in mobile homes between now and the first of January, 1979. We are one of several states participating in this study. The purpose of this special study is to (1) determine the magnitude of the mobile home fire problem; and (2) determine the effectiveness of the fire protection provisions of the Federal Mobile Home Construction and Safety Standard. This is the standard that HUD is now enforcing.

We ask that whenever the fire department is called on a mobile home fire for the next nine (9) months, that you notify our office immediately so that we can decide whether that home is one that we would like to investigate and get it done before anything happens to the remains. It is difficult to do a decent job if the fire scene has been disturbed.

The telephone number to call is 449-2050, which is available 24 hours of the day, seven days a week. When we are not in the office the Law Enforcement Teletype service will answer your call and relay the message to one of the deputies. This applies to arson fires or any major problem that you believe the State Fire Marshal should assist you with.

* * *

!!ATTENTION!!
FIRE CHIEFS OF TOWNS HAVING RELIEF ASSOCIATIONS

There are about 65 fire departments in Montana that function as two separate departments. Those are the departments whose members constitute the city fire department and are under the city administration when functioning within the city limits. The members also function as the rural fire department when outside the city or town limits.

Each fire department has a separate set of state laws relative to operations and particularly as to pension and disability benefits.

The incorporated city or town has a fire department relief association or at least is eligible for one (some towns such as Opheim and Winifred have not taken advantage of this). This relief association is controlled and operated by the fire department members. Its purpose is to provide disability protection and pensions to members.

If these same members belong to a rural fire department, they then are eligible for benefits from the Volunteer Firemen's Compensation Act which will provide additional disability and pension benefits. The State Labor and Industry Department administers the disability portion of the fund and the Public Employees Retirement System (PERS) administers the pensions.

Recently, many volunteer firefighters who have served for more than 20 years as members of rural fire departments, have been contacting us about pensions because PERS has refused their claims. The problem has been that the chiefs of these departments DID NOT document their active membership. In the sixties, right after the law was enacted, we begged the chiefs, through our newsletters, to record and document their members.

File the names of active members with your Clerk and Recorder. It used to be required every three (3) months. Now it is only necessary to file once a year. Make sure that the Clerk and Recorder keeps a file in their office. Some were lost because the County Clerk mailed the list to Helena. This is not necessary. File a list with PERS annually for the fiscal year by September. The chief must certify that members on this list had thirty (30) hours of training.

MONTANA FIRE INCIDENT REPORTING SYSTEM

The new fire reporting system, in effect since January 1, 1978, has received excellent acceptance from the fire departments trained to complete the reports.

The majority of the reports are being properly completed. However, there have been recurring problems. Some of these problems include leaving blanks on the form where there should be a code number; misinterpretation of some definitions; and completing more of the reporting form than is necessary for some incidents.

In some instances you will not be able to determine an item, such as Type of Material Ignited, Form of Material Ignited, Ignition Factor; or an item will not be listed in the codes. There are specific code numbers for these items. In the case of undetermined items, the codes will end in "0"; for items not classified, the codes will end in "9". We ask that you write, in your own words, exactly what the item is. In this way, if the problem is lack of coding, our office will be able to determine what additional codes are needed for inclusion in the Handbook.

The following pages show some of the consistent problems found in completing the reporting form. Two sample 902F forms are attached to illustrate the correct procedure for reporting chimney and vehicle fires. These seem to be causing the most confusion. We ask that you check copies of any forms you submitted to this office to determine if you are having any of the problems listed below. If you have any questions, please contact us.

LINE A - Use the 5-digit FDID number which has been assigned to your department by the Fire Marshal Bureau. Do not hyphenate this number (05-001). See sample FDID numbers in the Codes Handbook, page 14.

LINE A - Use the incident numbering system set forth by the Fire Marshal Bureau. The Incident Number should read, 780001, 780002, etc. See sample Incident Numbers in the Codes Handbook, page 14.

LINE A - Exp. No. (Exposure Number) - If you have no exposure fires, enter two zeros (00) in this block. If you have an exposure, the original fire would be "00"; each exposure would be numbered "01, 02, etc.", respectively. Each exposure fire is listed on a separate 902F form with all information pertaining to that exposure coded on the form.

LINE A - Day of the Week - Even though there is no block in which to insert a number, you should enter the code number shown in the Codes Handbook on page 16, at the far right of the box.

LINE B - Census Tract - There are only two counties in Montana which have census tract numbers; these are Yellowstone and Cascade Counties. Fire departments in all other counties should leave this blank or fill it with zeros.

LINE E - Method of Alarm from Public - There is no block in which to insert the code number. Insert the proper code number, shown on page 28 of the Codes Handbook, to the far right of the box. Do not use a zero in front of the code number (e.g., telephone - should be "1" not "01").

LINE E - Type of Situation Found - DO NOT use the main heading or division number (e.g., "1. Fire, Explosion") when coding this block. The codes which should be entered here are the codes listed beneath this heading (e.g., "11 - structure fire [includes chimney fires]"; "13 - vehicle fire"; etc.). This will pertain to all areas where there is a main heading or division; you are to use the code numbers following these headings.

LINE F - Co. Inspection District - If your department has no inspection district, please fill this block with three (3) zeros.

LINE F - Shift - If your department has no shifts, enter "NA" in this block.

LINE F - Mutual Aid:

a. If there was no Mutual Aid given or received, place a small "NA" beside the words "Mutual Aid".

b. If you give Mutual Aid, check the Mutual Aid Given block and indicate in the REMARKS which department you gave aid to. You need only complete Lines A thru G and T when Mutual Aid is given.

c. If you receive Mutual Aid, check Mutual Aid Rec'd and indicate in the REMARKS which department you received mutual aid from. The receiving department is responsible for completing the incident form in its entirety as indicated by the type of incident. It is the receiving department's responsibility to complete all casualty forms (902G); even those casualties of the department that gave Mutual Aid. This includes casualties occurring responding to or returning from an incident.

LINE G - All Boxes - You are to indicate only those personnel and apparatus that are actually used at the scene. For example, if you respond with 10 men and three trucks, but only use 1 man and 1 truck, you would only account for these on the report in the appropriate blocks.

LINE H - Enter zeros in all blocks referring to Injuries and Fatalities if there were none. REMEMBER, do not list any casualties that are not directly related to a fire incident. We are not interested in EMS calls or rescues that are not fire related.

LINE H - Complex - If you have no complex, please indicate "NONE" and use "98" which is the code for "No Complex Involved" (see page 46 in the Codes Handbook).

LINE I - Fixed Property Use - There are no blocks for the code numbers, however we ask that you enter the 3-digit number to the far right of the box. DO NOT use the main heading or division number (e.g. "4. Residential Property") when coding this box. Use the numbers which are broken our under the main heading (e.g. "411 - One-family dwelling; year-round use"). This applies to all main heading and division numbers in this category.

LINE I - Mobile Property Type - If there is no mobile property involved, use the correct code "08" (see page 83 of the Codes Handbook).

LINE P - IF FLAME SPREAD BEYOND ROOM OF ORIGIN - Do not fill in the two blocks in this section unless the fire spread beyond the room of origin. Use "NA" and the appropriate code numbers (see pages 134 and 136 in the Codes Handbook). If the flame spread beyond the room of origin, then use the proper codes for Type of Material Generating the Most Flame and the Avenue of Flame Travel.

LINE Q - IF SMOKE SPREAD BEYOND ROOM OF ORIGIN - Do not fill in the two blocks in this section unless the smoke spread beyond the room of origin. Use "NA" and the appropriate code numbers (see pages 141 and 142 in the Codes Handbook). If the smoke spread beyond the room of origin, then use the proper codes for Type of Material Generating the Most Smoke and the Avenue of Smoke Travel.

LINE S - Estimated Total Dollar Loss - Please either fill this block with zeros if there is no damage or write the word "NONE" beside the code blocks. Enter only dollars and justify to the right (e. g., /0/0/0/0/0/2/0/0/, would be $200).

LINE S - Property Damage Classification - Please enter the exact dollar loss figure again in this box. This will serve as a crosscheck to ensure you have not inadvertently entered cents in the blocks designated for the Estimated Total Dollar Loss. If you enter cents in those blocks, a $50 fire, for example, could turn out to be a $5,000 fire and by entering the exact dollar figure again in the Property Damage Classification box, it can be checked.

There seems to be some confusion regarding Lines M thru Q, which are to be completed for all structure fires. A structure fire is any fire that occurs within a building. For example, a chimney fire would be classified as a structure fire and should be coded as such in Type of Situation Found (Line E); a fire in a sofa in a living room, a pan burning on a stove in a kitchen, etc. would all be classified as structure fires.

We have included an extra block beside Line T. We ask that if you use codes "36" or "48" in Ignition Factor (Line L), you indicate the age of the child, as near as can be determined. It is assumed if you list either of these codes, you know beyond a reasonable doubt that a child was involved (either you observed the child yourself or had a reliable witness to the incident). We would like to conduct a study of the ages of children most often involved in playing with fire. An effective fire prevention program can only be developed if the age group causing the greatest hazard is known and the program directed toward them.

The following pages are 902F reports on a chimney fire and a vehicle fire. If you are having difficulty completing incidents of this type, use these as a guideline.

SAMPLE CHIMNEY FIRE

MFIRS

(Montana Fire Incident Reporting System)

ANYTOWN — Fire Department

902F 6/77
LAYOUT 2

Fill In This Report In Your Own Words

1 ☐ Delete
2 ☐ Change

A 1 | FDID: 02052 | Incident No.: 7 8 0 0 9 5 | Exp. No.: 0 | Mo.: 0 2 | Day: 1 7 | Year: 7 8 | Day of the Week: Friday | Alarm Time: 6 2 3 5 3 | Time – "In Service": 0 0 2 3

B CORRECT ADDRESS: 762 Avenue B | Zip Code: 5 9 4 0 9 | Census Tract: 0 0 0 0 0 0

C Occupant Name: Joan Doe | Telephone: 447-8900 | Room or Apt.: NA

D Owner Name: Same | Address: Same | Telephone: Same

E Method of Alarm from Public: Telephone (447-8900) | 1 | Type of Situation Found: chimney fire (out on arrival) | 1 1

F Type of Action Taken: checked chimney | 3 | Co. Inspection District: 0 0 0 | Shift: NA | No. Alarms: 1 | Mutual Aid: 1 ☐ Rec'd 2 ☐ Given: NA

G No. Fire Service Personnel Used at Scene: 0 0 4 | No. Engines Used at Scene: 0 0 1 | No. Aerial Apparatus Used as Scene: 0 0 0 | No. Other Vehicles Used as Scene: 0 0 0

COMPLETE ON ALL INCIDENTS

H 2 | No. Incident-related injuries*: Fire Service 0 0 0 Others 0 0 0 | No. Incident-related Fatalities*: Fire Service 0 0 0 Others 0 0 0 | Complex: NONE | 9 8

I Fixed Property Use: Residential property | 411 | Mobile Property Type**: none | 0 8

COMPLETE IF CASUALTY OR FIRE

J Area of Fire Origin: chimney over iron stove in basement | 5 7 | Level of Fire Origin: bsmt, 6' below ground | 8 | Termination Stage: burned self out | 3

K Equipment Involved in Ignition (if any)**: chimney | 1 6 | Form of Heat of Ignition: heat from solid fuel equip. | 1 6

L Type of Material Ignited: soot in chimney | 3 4 | Form of Material Ignited: soot | 8 1 | Ignition Factor***: dirty chimney | 5 6

ALL IGNITIONS

M Structure Type: one use | 1 | Construction Type: frame house | 8 | Construction Method: site built | 1

N Extent of Flame Damage: confined to chimney | 1 | Extent of Smoke Damage: confined to chimney | 1 | Extent of Water Damage: none | 9

O Extent of Fire Control Damage: none | 9 | Detector Performance: none | 8 | Sprinkler Performance: none | 8

P IF FLAME SPREAD BEYOND ROOM OF ORIGIN — Type of Material Generating Most Flame: na | 9 8 | Avenue of Flame Travel: na | 9 8

Q IF SMOKE SPREAD BEYOND ROOM OF ORIGIN — Type of Material Generating Most Smoke: na | 9 8 | Avenue of Smoke Travel: na | 8

FOR STRUCTURE FIRE ONLY

COMPLETE IF FIRE

R Method of Extinguishment: self-extinguished | 1

S Estimated Total Dollar Loss: none 0 0 0 00 0 0 0 | Property Damage Classification: none | 9 | Time from Alarm to Agent Application: none necessary | 9

ALL FIRES INCIDENTS

T Officer in Charge (Name, Position, Assignment): Paul Brown, Bat. Chief — Date: 2/17/78

Member Making Report (If Different from Above): Jack James, Capt. — Date: 2/17/78

COMPLETE ON ALL INCIDENTS

* List name, age, sex, and description of injury for each casualty on form 902G

** Complete Below

***If code 36 or 48, give age of child ☐☐

U 3 | If Mobile Property | Year | Make | Model | Serial No. | License No. (if any)

V 4 | If Equipment Involved In Ignition: wood burner | Year: 1977 | Make: AFS | Model: NA | Serial No.: NA | Voltage (if any): NA

Remarks

(if additional space is needed for REMARKS, attach another sheet to report)

SAMPLE VEHICLE FIRE

MFIRS

(Montana Fire Incident Reporting System)

ANYTOWN VOLUNTEER Fire Department

902F 6/77

LAYOUT 2

Fill In This Report In Your Own Words

1 ☐ Delete 2 ☐ Change

COMPLETE ON ALL INCIDENTS

A | 1 FDID: 03037 | Incident No.: 7 8 0 0 2 1 | Exp.: 0 0 | Mo.: 0 1 | Day: 0 6 | Year: 7 8 | Day of the Week: Saturday 7 | Alarm Time: 1 6 4 9 | Time—"In Service": 1 7 0 4

B | CORRECT ADDRESS: 30th St. So. & 4th Ave | Zip Code: 5 9 1 0 7 | Census Tract: 0 0 0 0 0 0

C | Occupant Name: John Smith | Telephone: 222-5678 | Room or Apt.: NA

D | Owner Name: Mary Smith | Address: 3310 South 8th St. | Telephone: Same

E | Method of Alarm from Public: Telephone 1 | Type of Situation Found: Car fire 1 3

F | Type of Action Taken: Extinguished fire 1 | Co. Inspection District: 0 0 0 | Shift: NA | No. Alarms: 1 | Mutual Aid: NA 1 ☐ Rec'd 2 ☐ Given

G | No. Fire Service Personnel Used at Scene: 0 0 3 | No. Engines Used at Scene: 0 0 1 | No. Aerial Apparatus Used as Scene: 0 0 0 | No. Other Vehicles Used as Scene: 0 0 0

COMPLETE IF CASUALTY OR FIRE

H | 2 | No. Incident related injuries * Fire Service: 0 0 0 Others: 0 0 0 | No. Incident-related Fatalities * Fire Service: 0 0 0 Others: 0 0 0 | Complex: NONE 9 8

I | Fixed Property Use: Public street 962 | Mobile Property Type **: car 1 1

ALL IGNITIONS

J | Area of Fire Origin: Engine 8 3 | Level of Fire Origin: grade level 1 | Termination Stage: flames 3

K | Equipment Involved in Ignition (if any) **: Engine 6 6 | Form of Heat of Ignition: backfire 4 8

L | Type of Material Ignited: Gasoline 2 3 | Form of Material Ignited: Fuel 6 5 | Ignition Factor ***: backfire 5 7

COMPLETE IF FIRE

FOR STRUCTURE FIRE ONLY

M | Structure Type | Construction Type | Construction Method

N | Extent of Flame Damage | Extent of Smoke Damage | Extent of Water Damage

O | Extent of Fire Control Damage | Detector Performance | Sprinkler Performance

P | IF FLAME SPREAD BEYOND ROOM OF ORIGIN — Type of Material Generating Most Flame | Avenue of Flame Travel

Q | IF SMOKE SPREAD BEYOND ROOM OF ORIGIN — Type of Material Generating Most Smoke | Avenue of Smoke Travel

ALL FIRES INCIDENTS

R | Method of Extinguishment: Dry chemical extinguisher 3

S | Estimated Total Dollar Loss: 0 0 0 0 0 1 5 0 $150 | Property Damage Classification: 2 | Time from Alarm to Agent Application: one minute 2

COMPLETE ON ALL INCIDENTS

Officer in Charge (Name, Position, Assignment): Jack Doe, Capt. Date: 1/6/78

Member Making Report (If Different from Above): same Date:

* List name, age, sex, and description of injury for each casualty on form 902G

** Complete Below

***If code 36 or 48, give age of child ☐☐

	If Mobile Property	Year	Make	Model	Serial No.	License No. (if any)
U	3 car	1970	Buick	4 door	na	3-72723

	If Equipment Involved In Ignition	Year	Make	Model	Serial No.	Voltage (if any)
V	4 na					

Remarks

(if additional space is needed for REMARKS, attach another sheet to report)

MFIRS TRAINING PROGRESS

The Fire Marshal Bureau anticipates that 80% of the fire departments in Montana will be trained to report on the Montana Fire Incident Reporting System by the end of March.

The response to the training classes has been very favorable; however, some departments that were scheduled for training did not show up at some of the classes. We will be contacting these departments on a one-to-one basis in order to give them their Codes Handbooks and reporting forms and brief instruction on completing the forms.

If your department has not been contacted for a training class, you may expect to be scheduled sometime before mid-April. These classes are being held on Saturdays. This day was chosen to enable more volunteer departments to be represented as many of their members work during the day and could not attend weekday classes. The classes have been running approximately 5 hours in length. Lunch is being provided courtesy of the State Fire Marshal Bureau.

We would like to remind you again, that if your department has no runs for any particular month, send this office a note or letter indicating the name of the department and the fact that you had no runs for the month.

* * *

NATIONAL STATISTICS FOR 1977

The Montana Fire Marshal's Annual Report for 1977 listed facts pertaining to fire deaths in Montana for the past three years. After the mailing of this Annual Report, the National Fire Data Center published national statistics regarding fire deaths. This office felt it would be interesting to compare Montana's fire death information to the national information. The following are some comparisons:

NATIONALLY	MONTANA
Males die in fires at twice the rate of females	Three times as many males died in fires as females
45% of fire deaths involved children under 5 or adults over 65.	38% of fire deaths involved children under 5 or adults over 65.
27% of fire deaths were caused by cigarettes or other smoking materials	41% of fire deaths were caused by cigarettes or other smoking materials

FIRE SAFETY SURVEY TEAMS WELCOMED BY BOZEMAN RESIDENTS

The Bozeman City Fire Department's Fire Safety Survey Teams, which were put into action this year, have made a great deal of progress in educating Bozeman residents in fire safety.

The team has surveyed 479 homes since the first of the year. 239 residents admitted the team and allowed them to conduct a safety survey; 232 were not home; and 8 homes refused to admit the team.

The survey consists of leaving a packet with the residents if they are home; or on the door if they are not in. This packet consists of an introductory letter explaining the purpose of the Fire Safety Survey Team; a Home Fire Safety Check List which was provided free-of-charge by USF&G Insurance Company; a pamphlet on smoke detectors which was prepared and printed by the Fire Department; a leaflet entitled "Family Escape Plan" provided by USF&G; and a pamphlet on fire extinguishers provided by The Travelers Insurance Companies.

The team discusses three main areas with residents who desire an inspection. These include: smoke detectors--how they work, installation requirements, and maintenance; home escape--how to get out of your home safely during a fire; and fire hazards--how to recognize and correct them. The team has also been trained to help in other areas such as First Aid (including Cardiopulminary Resuscitation), fire extinguishers, strike zone, etc. In homes where there are small children, the team leaves the TOT FINDERS (which can be purchased from the Heinz Company) and babysitter checklists and pads for emergency numbers.

The Bureau congratulates the Bozeman City Fire Department on their fine effort to educate their community in fire safety.

SMOKE DETECTOR PROMOTION

The following editorial is provided courtesy of the Havre City Fire Department. This true incident was published as part of a smoke detector promotion program by the Havre Fire Department.

"EDITORIAL

'On December 2, 1977 at 2:00, I was awakened by the buzzer on my new smoke detector. I got out of bed and ran down the hallway to the opposite end of my mobile home. I could not smell or see any smoke until I had run into my living room. There I found my living room drapes on fire. I instructed my wife to get our 15 month old child and herself out of the trailer. I then got water from the nearby kitchen and extinguished the flames.

I believe there is no doubt that without this smoke detector alarm, my trailer home would have been destroyed and there would have been a chance that my little daughter, who was in a separate bedroom, closer to the fire than our bedroom, would have perished.

I had installed the smoke detector in the hallway of my trailer near my daughter's room just 2 weeks prior to this incident.'

The above story occurred at the Robert Wier residence, and is written with his permission.

Fire Marshal, Dick Habeger of the Havre Fire Department, urges that if you do not have a smoke detector in your home now - why not buy yourself a life saving Christmas gift for your family and loved ones. (Note from the Fire Marshal: this article was carried in the Havre Newspaper during the Holidays)

Drop into the Fire Department Headquarters and see the display of smoke detectors made available to the Fire Department by many of the Havre businessmen."

* * *

An article in the Alarm Alert, published by the Florida State Fire Marshal, states there is currently a program being conducted to install fire-warning devices in every household and business in the City of Safety Harbor, Florida.

The city fathers are currently working with Honeywell, Inc., a major manufacturer of smoke detectors, to install fire-warning devices in households and business establishments within the city's fire jurisdiction. Honeywell has donated 3,000 detectors for placement in all buildings that are not already equipped with fire-warning devices.

The detector installation is part of an overall fire prevention program undertaken by the fire department and the Safety Harbor municipal government.

Two-man teams, comprised of fire department personnel, will visit residences and businesses to install the smoke detector and conduct a fire safety inspection.

The cooperative effort between government and industry is aimed at educating the public about the danger of fire and at studying the long-range life-and-property-saving benefits expected from having smoke detectors installed in every building in a community.

Honeywell officials said they believe Safety Harbor will be the first city anywhere in the world to be protected fully by smoke alarms when installation is completed this spring.

ANNUAL NORTHWEST FIRE AND ARSON SEMINAR

The following News Release Information was provided courtesy of the Department of Commerce, Fire Marshal Division:

EVENT: Annual Northwest Fire and Arson Seminar

TIME: May 8th through 12th, 1978

PLACE: Valley River Inn
1000 Valley River Way
Eugene, Oregon
Phone: (503) 687-0123

COST: Registration - $65.00
Registration covers four lunches and one banquet.

Motel Rates:
$23.00 Single
28.00 Double
Patio Rooms:
$29.00 Single
34.00 Double
Room reservations should be directed to the Inn addressed above.

PROGRAM HIGHLIGHTS:
Who Sets Fires?
A National report on arson problems.
Car fire investigation.
Fire and electricity.
Forest and grassland fire cause.

We urge early registration for this Nationally recognized Seminar.

CONTACT: Wendell Wick, Fire Marshal
Program Chairman
City of Eugene Fire Department
777 Pearl Street
Eugene, Oregon 97401
Phone: (503) 687-5461

* * *

FUTURE SCHOOL SCHEDULES

Bomb and Explosives School - May 8 - 12, 1978 - Great Falls Fire Department Training Center.

(See the next page for the pre-registration form)

MONTANA FIRE SERVICES TRAINING SCHOOL
2100 16th Avenue South
Great Falls, Montana 59405
761-7885

PRE-REGISTRATION FORM

Please place the number of persons planning to attend in the space provided, complete additional information (name, address, etc.) and return to the Fire Services Training School.

_____ BOMB AND EXPLOSIVES SCHOOL (May 8 - 12, 1978)
Great Falls Fire Department Training Center

NAME	ADDRESS	ORGANIZATION	PHONE